

Event Information

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Name of Event:

Preferred Date:

Event time:

Set-up time:

Clean-up time:

Other Possible Dates (if the above date is not available):

Rain Date:

Expected Attendance:

Type of Event (click all that apply):

Public Event on Private Property

Location:

Public Event on Public Property - Including (check all that applies):

Town Commons

Century Center

Park or Facility (be specific):

Street Event -Public Street or Right-Of-Way-(list street(s):

Other site(s):

Other (Please explain):

Event Objectives (If necessary, please attach additional pages to complete this section)

What are the main objectives of this event? (Narrative):

How do the event objectives meet the Town of Carrboro's goals for Town Sponsored events? (See eligibility requirement # 6 above):

How will you measure the success of reaching the event objectives? :

Requested Town Equipment and Services

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- Town Services (traffic control, public safety, sanitation, etc.)
Specify:

- Fee Waiver of use of Public Property/ Equipment
List specific fee waivers:

- Monetary Donation
Amount:

Use:

- Other:
Specify:

Applications/ Requirements

- Street event permit (submitted at least 60 days prior to event)
- Requested Town-Sponsored Event Form (submitted at least 90 days prior to event)
- Reserve town facilities for use during event
- Acquire necessary insurance

Insurance is needed if the event includes major physical activity and moderate/severe exposure to participants; expected attendance of over 500; large amounts of cash (\$1000+) or quantities of merchandise will be brought onto Town Property; and food will be served, sold and/or given to the general public. If the reservation requires insurance, the event sponsor must sign the reservation contract to hold harmless, defend and indemnify the Town of Carboro, provide general liability insurance with a minimum limit of \$1 million general liability coverage endorsed to name the Town as an additional insured and provide a certificate for documentation.

Entertainment

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Will there be entertainment? Yes No

Do you have entertainer contracts? Yes No

Sound Systems

Type of System needed:

Company/Contractor:

Location during event (proper electrical outlets?):

Generators

Size:

Location:

Sound time:

Start:

End:

Children's activities: Yes No

Inflatables Provider: Location:

Games Including:

Other:

Vendors

Note: Review section 14-20 of the town code on commercial activity on town property. There are some restrictions and special permission may be needed from the Board to have vendors. <http://www.ci.carrboro.nc.us/tc/PDFs/TownCode/TownCodeCh14.pdf>

Will there be (non-food) retail sales?: Yes No

How many retail vendors? : Location:

Will there be food vendors: Yes No

If yes, type: Food tables/ Tents Food Trucks Other:

Location:

Note: If food is being served or sold the Orange County Health Department may have additional requirements. The event coordinator is required to submit an application to the Health Department. If a permit is needed, the Health Department will come out the day of the event and inspect the vendors. The application is required at least 30 days prior to the event.

www.co.orange.nc.us/envhlth/documents/TFEApplication2013.pdf

Sale of Alcohol

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Will alcoholic beverages be dispensed, provided, or served? Yes No

If yes, where will these beverages be served? :

Do these establishments need to obtain additional permits to serve alcohol?: Yes No

If the sponsor intends to sell alcohol, additional permits may need to be obtained from the ABC Commission and signed by the Carrboro Police Chief. Additional information can be found here: <http://abc.nc.gov/boards/reports.aspx?folder=58>

Facility Requirements

Will you use temporary structures?: Yes No

If yes, type: Stages Tents Scaffolding Booths Barricades

Other:

Providers for temporary structures:

Safety

What are your plans for providing security at the event? :

Will you have private security? Yes No

If yes, how many security personnel? :

Provider:

(Note: Off-duty police officers are available for contract security work for \$30/hour. For more information, call the police department at 919-918-7397)

Sanitation

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The event organizers are responsible for having adequate facilities to cover the amount of participants.

How many portable toilets will be onsite? : Provider:

Will there to be additional trash receptacles: Yes No

Number of additional receptacles needed:

Will there need to be additional recycling bins: Yes No

Number of additional bins:

For questions on adequate trash/recycling receptacles, contact Public Works at (919) 918-7425.

Traffic and Parking

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Do you intend to close any streets or public-right-of-way? Yes No
If yes, fill out the **street event permit**.

Is there adequate parking for participants? Yes No

If no, how do you plan to resolve this issue? :

Will you provide shuttle service to and from the event: Yes No

Pick-up locations:

Event Drop-off locations:

Shuttle Provider:

Marketing and Promotion

How do you intend to promote the event? :

Media contact information (name, email, and phone number) for event:

Sponsors

Will there be any sponsors: Yes No

How many commercial sponsors with on-site visibility do you anticipate (including product sampling, giveaways, exhibits, and advertising):

Additional Information

Please provide any additional relevant information about the proposed event:

Recreation and Parks Department Comments

Authorizing Official

Date

Public Works Department Comments:

Authorizing Official

Date

Police Department Comments:

Authorizing Official

Date

Fire Department Comments:

Authorizing Official

Date

Economic Development Comments:

Authorizing Official

Date

Approved with the following terms and/or conditions:

Denied for the following reasons: